

Department of Human Services
INSTRUCTIONS FOR USE OF FORM HS-3058
Consolidated Appeal Form

1. Purpose of the form

To allow external customers requesting an appeal for any DHS program to do so. Applicants for or recipients of assistance or services dissatisfied with any action taken by the Department of Human Services, he/she has the right to appeal for a fair hearing by an impartial official. The Division of Appeals and Hearings (DAH) process appeals for 19 programs administered by DHS. These include the four Family Assistance programs (FF, FS, MA, TCS), and fifteen other programs which include Child Support, Vocational Rehabilitation, Child Care, Adult Daycare Services, and the Summer Food Program.

2. When it is used

Upon requesting services

3. Who completes the form

Applicants for or recipients of assistances or services dissatisfied with any action taken by the Department of Human Services, he/she has the right to appeal for a fair hearing by an impartial official.

4. An explanation of what goes into any field that is not clearly self-explanatory

NA

5. Who needs the original and where should it be filed

Original-DHS Clerk's Office

6. Who needs a copy and where should it be filed

AppealsClerksOffice.DHS@tn.gov

7. Length of time the form must be maintained after the service is rendered/case closed

3 years, RDA Pending